**Memo**

**To:** Albert Schwarzkopf

**From:** Team 3 -Kristen Johnson, Kayla Medina, Joann Brown, and Jonathan Smith

**Subject:** Team Organization Plan

**Date:** 9-3-08

**Team Contract**

**Team 3: Tinker Air Force Base MS Project/Server Configuration**

**Team Purpose**

Our team will strive to accomplish, with excellence, our project for Tinker Air Force Base while keeping our quality of work at a high standard as exemplified at the University of Oklahoma and the Michael F. Price College of Business. We will work hard to meet the perceived needs of our client by creating an exceptional product.

**Skills and Resources**

The team skills inventory specifies the technical skills, workplace preferences, and role preferences for each member. This skills inventory is attached as Appendix I.

The team has access to the following resources:

* Tinker Air Force Base (AFB)
* All members has access to computers at home with email access
* Availability of workspace at Price College of Business
* Cars: Kristen, Kayla and Joann

**Initial Roles for Project:**

* **Communicator:**Kristen will serve as our team’s communicator. She will provide weekly status reports to our manager and clients, if desired. In addition, she will keep our team in constant communication with manger, client, and team members. She will also be responsible for enforcing the dress code and meeting attendance guidelines for the Standards Manager.
* **Coordinator:** Jonathan will serve as our team’s coordinator. He will schedule meetings with the team manager, the clients, and with our team. He will organize the meeting location and times.
* **Standards Manager:** Joann will serve as our team’s standards manager. She will ensure that each deliverable meets the standards according to our manual. She will also be responsible for enforcing the dress code and meeting attendance guidelines for the rest of the team.
* **Member:** Kayla will serve as a team member. She will provide support to the team and provide contributions.

The team roles may change throughout the course of the project.

**Team Governance Plan**

As a group, we will be open to everyone’s suggestions. We will carefully consider each team member’s thoughts and value their input. We will evaluate each option and choose the most appropriate alternative to enhance our project.

**Code of Conduct**

* Meeting Attendance

**Purpose:** To guarantee all group members are present to contribute work and valuable discussion at meetings.

**Statement:** Each member is expected to attend all meetings. If a team member cannot be present at a scheduled meeting, he or she will notify the team and provide an acceptable reason (i.e. class, work, family emergencies, and medical reasons). All meetings should be scheduled with at least a 24 hour notice. If an emergency meeting is scheduled, each team member will work to accommodate their schedule in order to attend the emergency meeting.

**Violation:** If a team member is not present or more than 30 minutes late for a scheduled meeting.

**Penalty:** If a team member misses a meeting, the Standards Manager will send the missing member an email warning with attached status report. If a team member misses two meetings, the member will send a formal apology to each team member and provide snacks for the next meeting. If a team member is more than 30 minutes late, it is considered an absence. If a team member is running late, he or she should notify at least one team member.

**Responsibility:** The Standards Manager will be expected to enforce the penalties for any violations. If the Standards Manager is the violator, the Communicator will enforce the penalties.

* Dress Code

**Purpose:** To ensure all individuals appear qualified and intelligent while interacting with Tinker AFB employees.

**Statement**: For business casual occasions, men are expected to wear pressed dress slacks, a belt, collared shirt, dark dress socks, and black or brown leather shoes. Men will be well groomed. Women are expected to wear pressed slacks or knee length skirt and have no over-exposure of cleavage or mid-drift. Sleeveless shirts are acceptable, however should be paired with a shirt or jacket. Closed toe or peep toe shoes are suitable in neutral colors (brown, black, white, nude, etc.). No flip flops are allowed and hair should be maintained. For business professional dress, men will wear pressed dark slacks, a belt, tie, button down shirt, and dress jacket. Dark socks and dark shoes should also be worn. In addition, a clean shave or well groomed facial hair. Women are expected to wear a suit with dark pressed pants or knee length skirt and no over-exposure of cleavage or mid-drift. Shirts should be tucked in. Closed toe or peep toe shoes should be worn.

**Violation:** A violation occurs when a team member visually sees another team member breaking the dress code guidelines as stated in the code of conduct.

**Penalty:** First violation will result in a verbal warning. Second violation will result in an individual formal apology from the violator to each team member. Third violation will result in reporting to manager.

**Responsibility:** The Standards Manager is expected to maintain the dress code guidelines and enforce the appropriate penalties for violators. If the Standards Manager violates the dress code, the Communicator will notify the team of the violation and enforce the appropriate penalty.

* Individual Behavior

**Purpose:** To make certain all individuals act ethically, motivated, and contribute to the team’s overall goal.

**Statement:** Team members should display a positive attitude and be respectful toward all group members, clients, and managers. Team members will give their best effort at each team meeting and presentations by providing valuable input to achieve the completion of the project.

**Violation:** When a group member is not mentally focused at any group meeting or presentation.

**Penalty:** A group discussion will occur if an individual’s behavior is below standards. The group will bring the issue to the individual’s attention and provide help or suggestions to improve their behavior.

**Responsibility:** The group members will be responsible to recognize each other’s behaviors and attitudes.

These rules may be changed after a group discussion and majority vote.

**Signatures**

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Joann Brown Kristen Johnson

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Kayla Medina Jonathan Smith

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| **Appendix I Summary Skills Inventory for Team 3** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | **Team Members** |  |
|  | **Skill Areas** |  |  |  |  | **Joann** | **Jonathan** | **Kayla** | **Kristen** | **TOTAL** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1) Technical Skills |  |  |  |  |  |  |  |  |  |
|  |  | a) Programming |  |  |  |  |  |  |  |  |
|  |  |  | i) | Visual Basic 6.0 |  |  |  | 3 | 1 | 3 | 3 | **10** |
|  |  |  | ii)  | VB.NET |  |  |  |  | 3 | 1 | 4 | 4 | **12** |
|  |  |  | iii)  | JAVA |  |  |  |  | 3 | 0 | 0 | 0 | **3** |
|  |  |  | iv) | FORTRAN |  |  |  |  | 1 | 0 | 0 | 0 | **1** |
|  |  |  | v) | Pascal |  |  |  |  | 1 | 0 | 0 | 0 | **1** |
|  |  | b) | Web Skills |  |  |  |  |  |  |  |  |  |
|  |  |  | i) | HTML |  |  |  |  | 0 | 4 | 2 | 3 | **9** |
|  |  |  | ii)  | MS Access |  |  |  | 2 | 5 | 4 | 4 | **15** |
|  |  |  | iii)  | DreamWeaver/Cold Fusion |  | 0 | 4 | 0 | 0 | **4** |
|  |  |  | iv) | Front Page |  |  |  | 0 | 5 | 2 | 0 | **7** |
|  |  |  | v) | ASP/.NET |  |  |  |  | 0 | 0 | 4 | 0 | **4** |
|  |  |  | vi) | XML/XHTML |  |  |  | 0 | 0 | 1 | 0 | **1** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 2) Work Preferences |  |  |  |  |  |  |  |  |
|  |  | a) | Writing Skills |  |  |  | 4 | 5 | 4 | 5 | **18** |
|  |  | b) | Presentations |  |  |  | 4 | 4 | 5 | 4 | **17** |
|  |  | c) | Write Code |  |  |  |  | 4 | 0 | 2 | 3 | **9** |
|  |  | d) | Examine Technology |  |  |  | 3 | 4 | 2 | 1 | **10** |
|  |  | e) | Design Systems |  |  |  | 3 | 5 | 2 | 1 | **11** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 3) | Manager Skills |  |  |  |  |  |  |  |  |  |
|  |  | a) | Organization |  |  |  |  | 3 | 5 | 5 | 5 | **18** |
|  |  | b) | Project Management |  |  |  | 3 | 4 | 5 | 5 | **17** |
|  |  | c) | Good People Skills |  |  |  | 5 | 4 | 5 | 5 | **19** |
|  |  | d) | Take Charge |  |  |  |  | 4 | 4 | 5 | 4 | **17** |
|  |  | e) | Member Support |  |  |  | 5 | 4 | 5 | 5 | **19** |
|  |  | f) | Individual Work |  |  |  | 5 | 4 | 4 | 3 | **16** |
|  |  | g) | Editing Skills |  |  |  |  | 4 | 5 | 5 | 4 | **18** |
|  |  | h) | Communication Skills |  |  |  | 4 | 4 | 5 | 5 | **18** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  **\*0 = no knowledge**  **5 = very knowledgeable** |  |  |